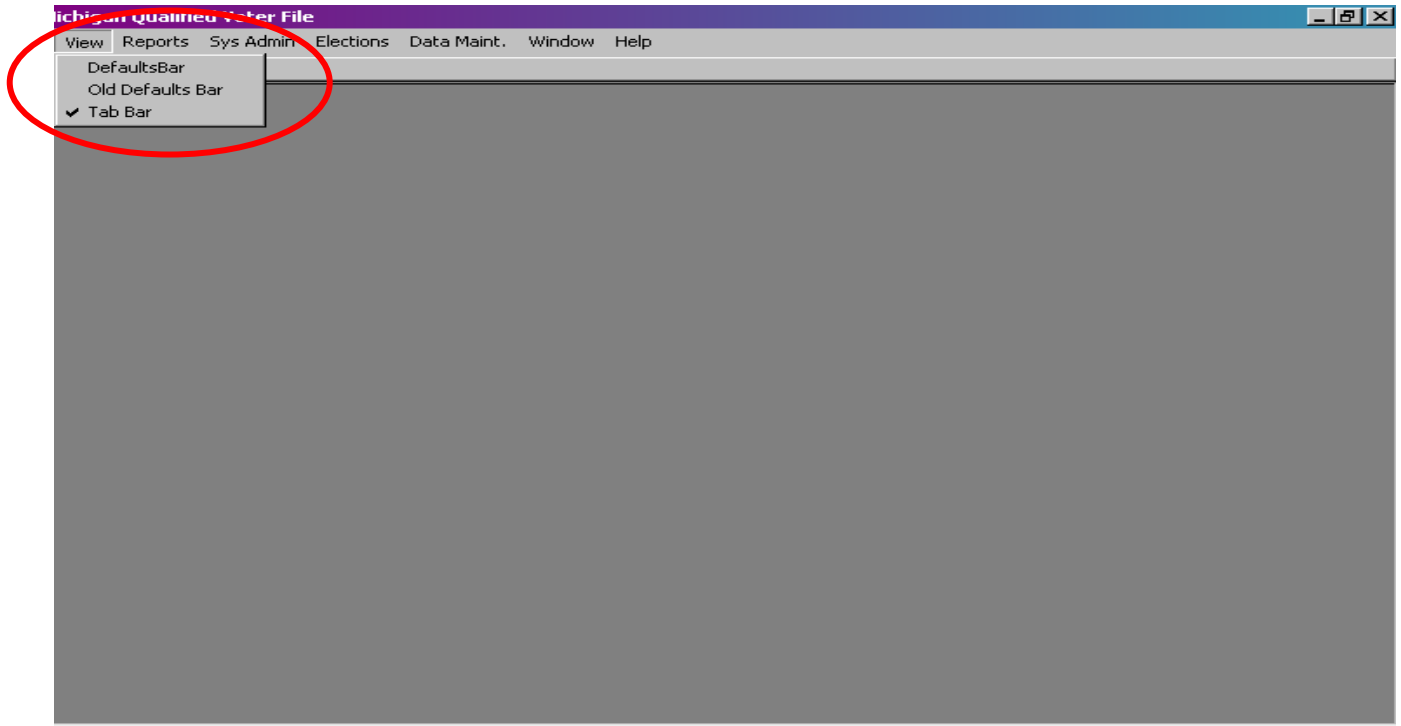


## Chapter 11 - View

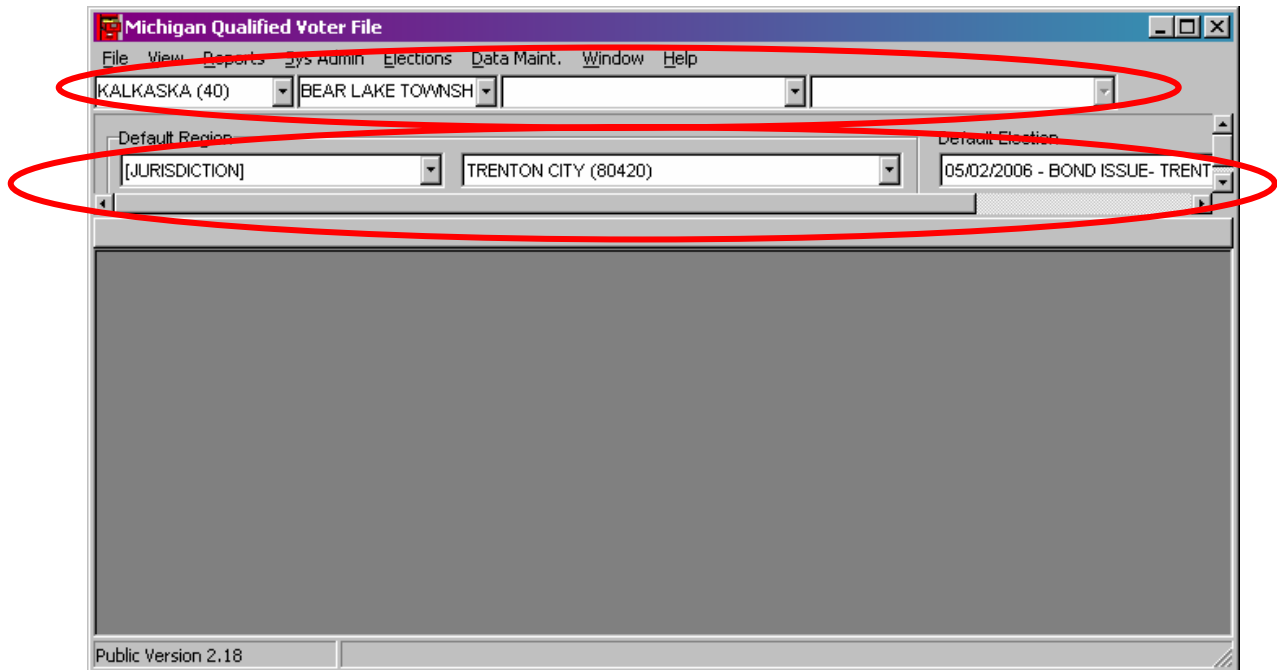
The *Defaults Bar* and *Tab Bar* options allow you to customize your workstations.

### The Defaults Bar



When you choose to use the *Old Defaults Bar*, you are able to set default values that will automatically populate the County, Jurisdiction, Main/Primary Election and General Election. Once the defaults are set, when you go into a screen that contains one of these fields, the default value will automatically populate. You can change the information that is in the default field, but, when you close out and then, go back into that screen, the default value will reappear. This should prevent inadvertent use of the wrong election and will make using certain screens quicker with less key entry.

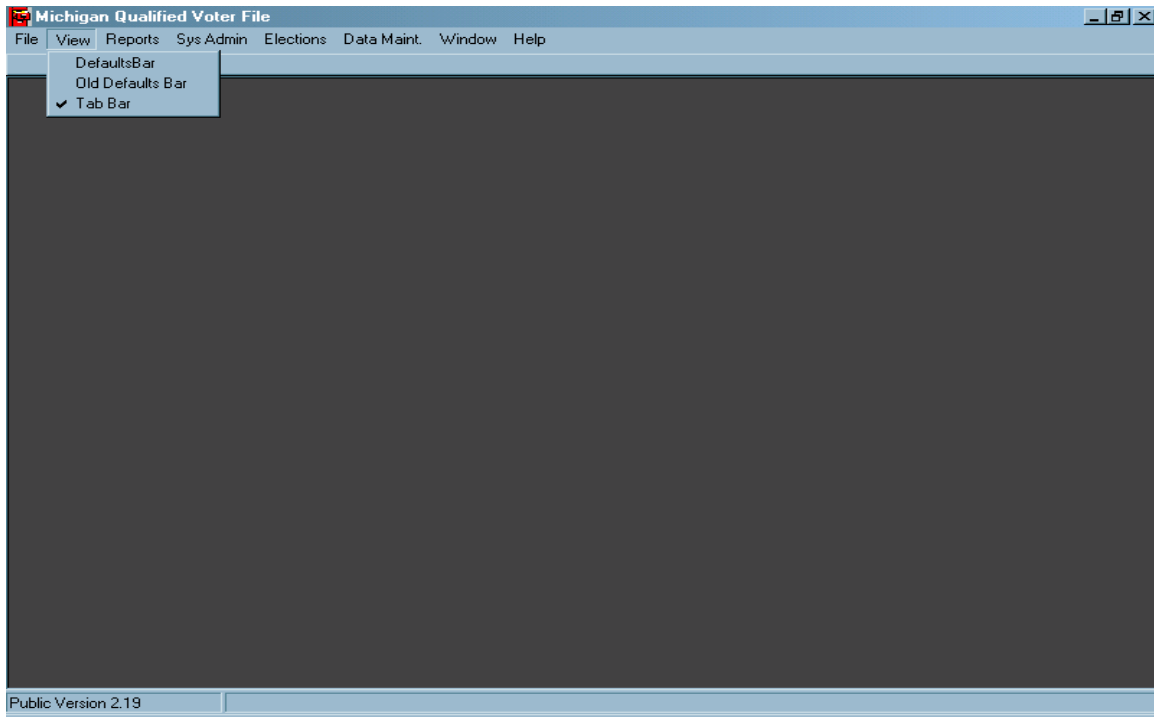
You also have a *New Defaults Bar*, which populates the Region and the Jurisdiction. We recommend that you only use one default bar at any given time.



Top –Old Default Bar

Bottom – New Default Bar

Action	Result
From the menu in the <i>QVF Main Desktop</i> click on <i>View</i> .	The <i>View</i> menu appears.
To set up defaults, click on <i>Old Defaults Bar</i> or <i>Defaults Bar</i> .	A check mark appears next to the <i>Defaults Bar</i> you selected. The menu disappears, and the <i>Defaults Bar</i> appears at the top of the screen.
For the <i>Old Defaults Bar</i> choose the values you want applied as defaults from the drop down lists. You can use any or all of the four fields. From the left, the first field is for your <u>County</u> , the next field is for <u>Jurisdiction</u> , the third field is for a <u>Primary</u> or <u>Main Election</u> , the fourth field allows you to choose a <u>General Election</u> when a primary has been entered in the third field.	The default values will automatically populate the indicated fields in any redesigned screen that has that field.
For the (new) <i>Defaults Bar</i> choose the values you want applied as defaults from the drop down lists. From the left, the first field is <u>Region</u> , the next field is <u>Jurisdiction</u> , and the last field is the <u>Default Election</u> .	The default values will automatically populate the indicated fields in any redesigned screen that has that field.

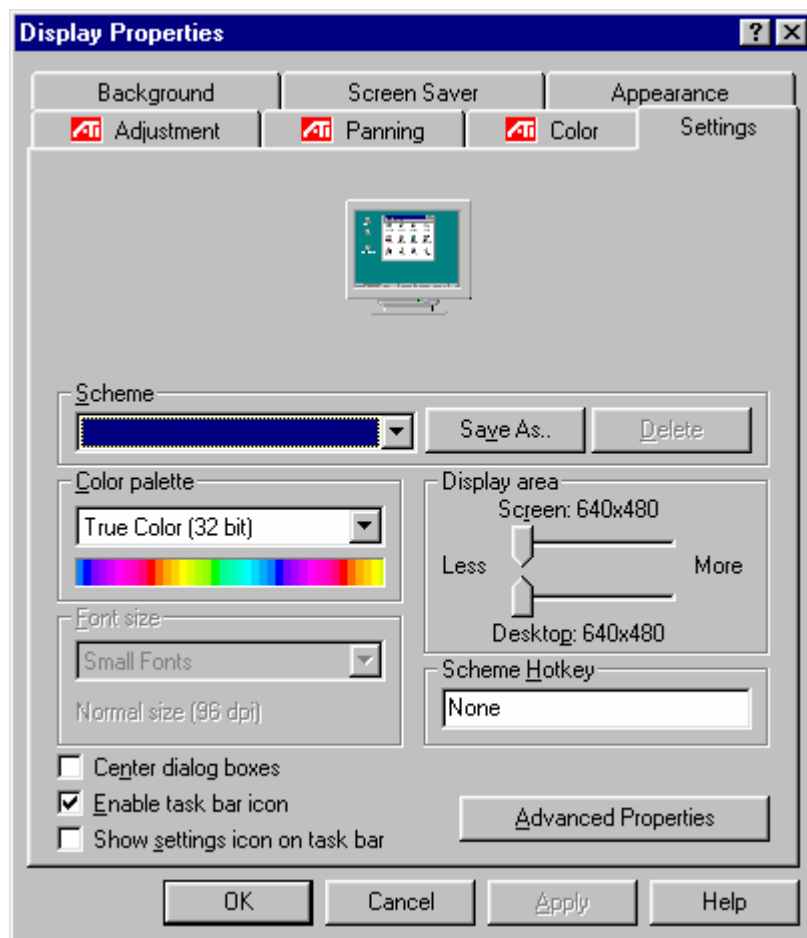


### **The Tab Bar**

More screens in the QVF have become modeless (you can minimize the screen and have multiple functions running). The ***Tab Bar*** is meant to make moving from one minimized screen to another easier by allowing you to simply click on a tab at the top of the screen.

Action	Result
To use tabs, from the menu in the <b><i>QVF Main Desktop</i></b> click on <b><i>View</i></b> .	The <b><i>View</i></b> menu appears.
Click on <b><i>Tab Bar</i></b> .	A check mark appears next to <b><i>Tab Bar</i></b> . The menu disappears. Now when you minimize a screen it will appear as a tab in the upper left corner of the screen.

### Resetting Your Screen Resolution



If you use the **Defaults Bar** and or the **Tab Bar** features you may not have enough room on your monitor to show all of the information. (The **AV Scan Screen** and the **Voter Registration Main Screen** in particular may be a problem.) In these cases the screen will run off the bottom of the desktop and you may not be able to see all the information presented. To fix this you can change the size of your desktop by changing the screen resolution. This will make things on your monitor appear smaller. Icons, Print, and QVF screens will all appear smaller but you will be able to see all of the information contained on the screen. To change the resolution setting for your monitor, use the following table.

Action	Result
Close all applications.	Only <b>Windows</b> is running.
Using the right mouse button, click once on the Windows desktop background.	A menu appears.
On the menu, left click on <b>Properties</b> .	The <b>Display Properties</b> screen appears.
In the <b>Display Properties</b> screen click on the <b>Settings</b> tab.	The <b>Settings</b> tab opens.

In the lower right quarter of the screen is a slide bar labeled <u>D</u> esktop or <u>D</u> isplay Area. If the number here is 800 x 600 do nothing. Click on the <b>[Cancel]</b> button.	You are returned to the <b>Windows Main Desktop</b> .
If the number in the <b>Desktop</b> or <b>Display Area</b> is 640x480 slide the bar to the right until it displays 800x600. Click on the <b>[OK]</b> button. (Be careful not to slide the bar too far to the right, otherwise Windows will automatically reduce your color setting to a lower quality.)	A <b>Display Properties</b> screen appears with the message, “Windows will now adjust your display settings.”
Click on the <b>[OK]</b> button.	Your new display settings are temporarily applied. The icons and print on the <b>Windows Main Desktop</b> will appear smaller. A <b>Display Properties</b> screen appears with the message, “Do you want to keep this setting.”
Click on the <b>[Yes]</b> button.	Your new display settings are made permanent. (You may have to reboot the computer to make the settings permanent.)